

School Finance Advisory Committee Meeting

Monday, February 13, 2006

Subject / Name	Issue	Suggestions / Resolution
Minutes Review	No corrections were made to the minutes.	
Indirect Cost	<p>The approved indirect cost rate for the district doesn't calculate enough to cover the county portion. Scott Little presented some questions that Tina Norton and he discussed prior to the meeting. How does the indirect cost process work? How does a county school superintendent get its cost unless the school puts it in? Why can't both rates be available at the same time? The approved indirect cost rate for the district doesn't calculate enough to cover the county portion.</p> <p>It was also noted that the formula is up and down, so some years the counties get paid and some years they don't. The county doesn't get its piece because there is a swing down in the number. LEAs were told that if the district's rate is less than the county, then the district and the county have to work it out between them. They were also told by ADE that they don't want to go back to the Feds to determine a new methodology.</p> <p>Paul Carolan noted that he had previously had discussions with Tina Norton on this topic. Tina and Audit don't agree with the methodology.</p>	<ol style="list-style-type: none"> 1. Can the county indirect cost rate be included in the Grants Management application where the district indirect cost rate is entered? 2. Paul agreed to chair another meeting regarding Indirect Cost. This meeting was set-up for Tuesday, March 7, 2006 from 1:30 – 3:00 pm.
1st Day Absence Policy & Procedure	<p>The 1st Day Absence Policy and Procedure document was presented to the SFAC. Rose Whelihan noted her concern that the SMS systems will not be able to make the necessary changes by July 1, 2006. Kevin Price included that ADE MIS also needs to be ready for any necessary changes by July 1, 2006.</p> <p>Kevin wanted to know where this policy defines excused vs. unexcused absences. Lyle explained that excused vs. unexcused is a separate but related policy and is still coming. Karen is under the impression that what the SFAC came up with for excused vs. unexcused last year is in effect, although nothing formal has been drafted. Lyle agreed with this.</p> <p>Bob Dohm questioned what the first day of registration is. Lyle explained that Registration is the day that the student registers, even if they don't attend school until a few days later.</p> <p>Lyle stated that we need to determine if this applies to all students, pre-enrolled students, etc. He asked how many of the SFAC think it should apply only to pre-enrolled or continuing students. 4 or 5 raised their hands.</p> <p>Kevin Price noted that the ADMS80 report should show any concurrency issue related to this policy.</p>	<ol style="list-style-type: none"> 1. The SMS's need to officially be informed of the changes. 2. SF will try to get some preliminary information out to the districts and charters. Karen Havird agreed that the just the policy portion on ADE letterhead should be sufficient. 3. Registration will be added to definitions in the procedures. 4. Karen suggested that language addressing first day of instruction vs. first day of registration should be included. 5. Delete last line of policy statement and add "for that student" to the end of the prior sentence.
Mid-Month SDDI Shutdown	Teddy Dumlao understood from the last meeting that there was some positive feedback regarding having reconcilable reports which would require a hard mid-month (shutdown of SDDI.) He explained that if SF takes SDDI down, LEAs can't upload any data. He also noted that SF is considering not closing SDDI until the closest weekend to the 15 th .	A vote was taken and no SFAC member in attendance was opposed to shutting down SDDI for mid-month on the weekend.

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FY05 Recalculation	Teddy explained that he is confident with the new process for FY05 recalculation so that SF can get it done. Integrity has been forced on all of FY05 and SF is confident that it has been successfully completed. Currently, Teddy believes that aggregation is being run, which should complete before mid-month on Wednesday, February 15, 2006. Then SF will pick up the push and report generation after mid-month FY06 is complete. So all FY05 reports should be ready by the end of February for FY05 recalculation. Marcie Celeya was concerned if the business managers had been informed of the FY05 recalculation.	SF will send out a memo informing the business managers of the FY05 Recalculation.
Superintendents' Letters	Karen Havird suggested that the County Superintendents write a letter to Superintendent Horne regarding the inaccuracy and inconsistency of SAIS. She wanted to know if other SFAC members would have their County Superintendent write letters, too.	<ol style="list-style-type: none"> 1. Karen will proceed with having her County Superintendent write a letter to Superintendent Horne. 2. The SFAC recommended not submitting any code migrations after March 31st.
Concurrent Enrollment Subcommittee	Rose Whelihan stated that the Concurrent Enrollment Subcommittee met last week, but only 3 members attended. So the subcommittee will have another meeting and to continue the discussion. The subcommittee only has a rough draft at this point. Teddy noted that there is an 80-2 concurrency report that is ready for production.	Teddy will talk to Jerry in SF to see if he can run a concurrency query.
Call to the Audience	Sandy Wilkins inquired if there was anything that the SFAC could do regarding 65% classroom expenditures for coding consistency between districts. Lyle stated that if we revise the amount by which a district exceeds it's general budget to 4% or more, only 15 of districts will have to revise their budget. SF could then focus on helping those 15 districts. Karen asked if it looks favorable that this could be passed as a technical correction.	Lyle will put something together to take to Art Harding after he looks at soft capital.
Next Meeting	Monday, April 10, 2006	Arizona State Capitol Executive Tower Building 2nd Floor Conference Room 1700 West Washington Phoenix, AZ 85007

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Acronyms

AASBO	Arizona Association of School Business Officials	M&O	Maintenance and Operation Fund
ADE	Arizona Department of Education	NAVIT	Northern Arizona Vocation Institute of Technology
ADM	Average Daily Membership	RTC	Regional Training Center
AFR	Annual Financial Reports	SAN	Storage Area Network
AG	Auditor General	SDAR	Student Detail Activity Report
CCD	Common Core Data	SDER	School District Employee Report
CEC	Certificate of Education Convenience	SF	School Finance
CSF	Classroom Site Fund	SFAC	School Finance Advisory Committee
EVIT	East Valley Institute of Technology	SFB	School Finance Board
JTED	Joint Technological Education District	SMS	Student Management System
LEA	Local Education Agency	USFR	Uniform System of Financial Records

Action Items / Commitments	
Teddy Dumlao	<ul style="list-style-type: none"> Will talk to Delano to determine if the county indirect cost rate can be included in the Grants Management application where the district indirect cost rate is entered. The SMS's need to officially be informed of the changes regarding 1st Day Absences. Talk to Jerry in SF to see if he can run a concurrency query.
Paul Carolan	<ul style="list-style-type: none"> Paul agreed to chair another meeting regarding Indirect Cost. This meeting was set-up for Tuesday, March 7, 2006 from 1:30 – 3:00 pm.
Lyle Friesen	<ul style="list-style-type: none"> SF will try to get some preliminary information out to the districts and charters regarding the 1st Day Absence Policy. Just the policy portion on ADE letterhead should be sufficient. Lyle will put something together regarding districts/charters exceeding their general budget to take to Art Harding after he looks at soft capital.
SF Policy Team	<ul style="list-style-type: none"> Registration will be added to definitions in the procedures for the 1st Day Absence Policy. Language addressing first day of instruction vs. first day of registration should be included. Delete last line of policy statement and add “for that student” to the end of the prior sentence.
Karen Havird	<ul style="list-style-type: none"> Will have her County Superintendent write a letter to Superintendent Horne.
Bonnie Betz	<ul style="list-style-type: none"> SF will send out a memo informing the business managers of the FY05 Recalculation.

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Members in Attendance

Members			ADE Staff
Patricia Beatty	Ken Hicks	Elizabeth Sanders	Paul Carolan
Lana E. Berry	Rita Leyva	MVickie Simmons	Bob Dohm
Mark E. Busch	Scott Little	Roger Studley	Teddy Dumlao
Marcie K. Celaya	Lucia Marrufo	Brenda Thomas	Lyle Friesen
Paul Christensen	Montie Morris	Rose Whelihan	Dolores Gerritse
Kent DeYoung	Linda Munk	Sandy Wilkins	Jill Heikkila
Lori Garvey	Norma Pacheco	George Zeigler	
Karen L. Havird	Kevin E. Price		